

SAINT PAUL PUBLIC LIBRARY
APPLICATION FOR USE OF LIBRARY MEETING ROOMS

1. Application on behalf of _____ for use
of _____ of _____ Library.

(specify space)

2. Anticipated attendance _____

3. Purpose of use _____

(If a meeting is open to the public, continue information on reverse side.)

A. Single meeting to be held: _____ (give dates and time).

B. Series of meetings to begin: _____ and end on: _____

Hours to be held: _____ Exceptions: _____

4. I request permission to bring _____ into the
building (e.g. food, equipment, animals, etc.). Storage of equipment is not permitted.
5. Smoking, alcoholic beverages, open flames of any kind, and illegal drugs are not permitted
on Library premises.
6. Tables and chairs are available in the meeting room and may be arranged by the group to
meet its needs. They must be returned to their original placement before departure.

I, the undersigned, of legal age, have read the facilities policy and regulations and agree to
comply. I am responsible to the Saint Paul Public Library for the use and care of library
property. I understand my responsibilities as the signer include: a) Payment for damage to
library property, b) enforcing the Meeting Room Regulations, c) reporting the number of people
in attendance and notifying the library staff (at the reference desk) when the group is leaving.

I, the undersigned, of legal age, on behalf of the organization named above, hereby indemnify
and hold the Saint Paul Public Library harmless for any personal injury, lost or stolen articles or
damaged property owned by anyone using library facilities.

Name (please print)

Home phone

Work phone

Address

City

Zip code

Signature of applicant

Date: _____

Library Supervisor

Fee Paid: _____